



Local Assistance Division Newsletter

Providing guidance for localities and serving as a liaison to local governments throughout the state

Volume 6, Issue 1

Winter 2015



MARK YOUR CALENDAR!! 2015 Local Programs Workshop September 29—October 1 Williamsburg, VA

More details coming soon!

New Federal OMB Requirements

FHWA adopted OMB's Supercircular published in 2 CFR Part 200 with an **effective date of December 26, 2014**. Three areas have been specifically identified which impact LPA's administering federal-aid highway projects.

- **Period of Performance**—(2CFR200.309) New Federal-aid highway projects placed under agreement after the effective date and project agreements that are modified after the effective date must now include a project end date after which no additional projects costs may be incurred and are not eligible for reimbursement.
- **Catalog of Federal Domestic Assistance (CFDA) number**—(2CFR200.302) All agreements for Federal-aid highway projects must be identified with the appropriate CFDA number.
- **Debarment and Suspension**—(CFR200.205) LPA's must document that awards are not made to a consultant or contractor that has been debarred or suspended at the time of award. LPA's must utilize the federal **System for Award Management** to determine this both at the time of receipt of proposals or bids and immediately prior award.
- **Annual Single Audit Threshold Increased**—(CRF200.501) The threshold for sub-recipients to submit an annual single audit will increase from \$500,000 to \$750,000.
- Look for updates coming soon in the LAP Manual for additional guidance regarding these changes.

Call For Applications

- **High Volume Unpaved Roads Program**
↳ Deadline March 20, 2015
- **Primary Extension Paving Funding Program**
↳ Deadline March 20, 2015
- **Eastern Federal Lands**
↳ Deadline April 17, 2015

Detailed information on application process inside under Funding Programs

What's inside. . .

- ✓ Details on calls for applications
- ✓ Updates to the LAP manual
- ✓ Training Opportunities for Local Government Staff
- ✓ On-Time Advertisement of LAP's

FUNDING PROGRAMS

High Volume Unpaved Road Program

Applications are also now being accepted from counties for the FY 2016 High Volume Unpaved Road Program. §33.2-358 of the Code of Virginia authorizes the set-aside of unpaved road funds for providing a hard-surface to unpaved roads with traffic volumes over 50 vehicles per day. The Commonwealth Transportation Board (CTB) established a policy, effective July 1, 2014, whereby a small portion of these unpaved road funds may be allocated to address high volume unpaved roads in counties. The policy defines a high volume unpaved road as an unpaved road with a traffic count greater than 500 vehicles per day.

An application is necessary for each proposed project, and a county with qualifying routes may apply annually for up to \$300,000. An application's score relies on factors like traffic count, construction readiness, safety issues, and the road's access to schools and other community/public service facilities. All applications received for FY 2015 funding will automatically be considered, but they can be updated and resubmitted if desired.

FY2016 applications are due to the VDOT Residency Administrator or designee by Friday, March 20, 2015. Applications are due to the Local Assistance Division by Friday, March 27, 2015. Recommendations for funding will be presented to the CTB in June 2015. Applications, as well as the list of qualifying routes and instructions, can be found on our website at http://www.virginiadot.org/business/local_assistance_funding_programs.asp

Primary Extension Paving Funding Program

The 2014 General Assembly modified Section 33.2-358 of the *Code of Virginia* so that Primary Extensions maintained by municipalities could receive a portion of the reconstruction and paving allocations that were beforehand only available to Interstates and Primary Roads. Municipalities can apply for paving funding up to \$1M for qualifying routes. To qualify, routes have to be locally maintained, have a primary route number (Those Routes with numbers less than 600), and must have a Combined Condition Index (CCI) of less than 60, as determined in VDOT's inventory at the following link: http://www.virginiadot.org/business/resources/local_assistance/Arterial_Data_Statewide.xlsx. Because the Primary Extension data has not been collected since early 2013, We have adjusted the CCI values using a predictive model to account for potential degradation of the pavement. Accordingly, some routes which previously did not qualify based on CCI values may now qualify. Please review the data for the latest CCI numbers.

Applications are now being accepted for the FY 2016 Primary Extension Paving Funding Program. Localities must submit applications to their local VDOT contact by Friday, March 20, 2015. Applications are due to the Local Assistance Division by Friday, March 27, 2015. For more information on the Primary Extension Paving Funding Program and application process, please review our website at http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp

Note: *The applications will be scored on a statewide competitive basis. An additional 15 points will be awarded to those municipalities who have expended at least 25% of their urban maintenance payment allocations on pavements in their municipalities. The expenditures will be based on the data submitted by the municipality in the **Weldon Cooper Center** for Public Service annual Road, Street and Highway Finance Survey as described at the following link: <http://www.coopercenter.org/econ/highway-finance-survey-information>. These surveys must be completed on the Weldon Cooper Center website by March 15, 2015. Municipalities with a late survey may not receive the additional 15 points towards their Primary Extension Paving Funding Applications.*

Federal Lands Access Program

Eastern Federal Lands (EFL) is now accepting applications under the Federal Lands Access Program (FLAP). This program replaced the prior Forest Highway and Public Lands Discretionary Programs. The application, an application tip sheet and additional information about the program can be accessed on EFL's website located at <http://www.efl.fhwa.dot.gov/programs/federal-lands-access.aspx>. Please note that this call for applications covers anticipated funding for the next four fiscal years and it is uncertain when another call for applications will be made. Applications must be submitted to EFL on or before April 17, 2015.

Revenue Sharing Program

VDOT's Local Assistance Division received 262 applications totaling \$204M for the FY 2016 Revenue Sharing Program. The applications are being reviewed to ensure eligibility of project work under the Program and correctly categorized according to priority stipulated by *Code*. The CTB will consider the recommended projects and funding amounts at its June 2015 action meeting. Upon approval by the CTB, funds will become available July 1 for the FY 2016 Program.

Based on the Department's process for de-allocation of Revenue Sharing funds, projects identified as candidates for de-allocation were presented to the Commonwealth Transportation Board (CTB) at its January meeting. The Department's process for de-allocation of Revenue Sharing Program funds was established following 2008 legislation which stipulated a time-frame for prompt use of these funds. The procedures are described in the current Revenue Sharing Program Guidelines. This year's annual review process culminated with CTB approval of the de-allocation of Revenue Sharing funding on 23 projects, totaling \$4.1M. These funds are anticipated to be part of the CTB allocation for the FY 2016 program approval in June.

LOCALLY ADMINISTERED PROJECTS

LAP Manual Updates

Materials Update (Chapter 13)

A comprehensive update to sections 13.1 and 13.2 (Construction Administration and Materials Quality Assurance) is complete and is scheduled to be published this Spring. Notable revisions include reinforcing language regarding Materials Acceptance and Assurance, the requirement to prepare a Quality Assurance Plan (QAP), and the use of forms such as the Weighperson's Daily Summary (TL-102A) and Materials Certification (TL-131LAP). A table has been added identifying materials which must be inspected at the manufacturer or fabricator, and new guidance is provided clarifying that localities can request that VDOT perform these source inspections. Finally, the Materials Testing and Frequencies tables have been aligned with the VDOT's Materials Manual of Instructions (MOI) to improve consistency of the QA inspection and acceptance requirements between locally administered and VDOT projects.

Prior to publication, LAD, in coordination with VDOT's Materials Division, will be hosting a webinar highlighting these changes and providing an overview materials quality assurance requirements and to solicit comments on the changes. The webinar is scheduled for February 26 at 10:00AM, so be on the lookout for additional details.

TRAINING FOR LOCAL GOVERNMENTS

Transportation Project Management Institute (TPMI) Scholarships

The Transportation Project Management Institute will take place May 12-21, 2015 in Charlottesville, VA. To encourage local government participation in the TPMP, VDOT is partnering with the UVA Center for Transportation Studies (CTS) to offer five \$2000 scholarships (half the cost of attendance) to eligible local governments for this May's institute. Local staff must first apply to UVA CTS by March 6 for eligibility determination, and state on their application that they wish to be considered for the VDOT scholarship. Applicants will be notified of scholarship awards the week of March 16. Scholarship evaluation criteria include local government size, locality participation in VDOT-funded programs, and the applicant's project management responsibilities. For more information, go to the UVA TPMP website at <http://www.cts.virginia.edu/transportation-project-management-institute>. Additional questions regarding scholarships may be referred to Penny Forrest at 804-786-9810.

Upcoming Training Opportunities

Several training opportunities are available with reduced rates or no cost for Local Government attendees. Click on course title for course description and registration information.

[Transportation Construction Quality Assurance](#), Roanoke, VA, February 26-27, 2015. \$64

[Essential Requirements of the Uniform Act Workshop](#), Thornburg Training Center, March 3-4, 2015. No Cost

[Construction Program Management and Inspection](#), Thornburg Training Center, April 7-8, 2015. \$69

[Using AASHTO Audit Guide for the Procurement and Administration of A/E Contract](#), Staunton, VA, May 13, 2015. \$35

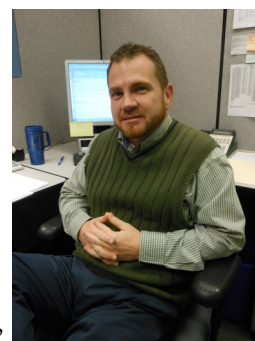
LAD Employee Spotlight

Jeffrey Tipton

Jeff comes to us from the University of South Carolina where he served as an administrator. He has extensive experience in managing federal funding programs, making presentations, and negotiating successful conclusions to complex issues. Jeff has a Bachelor's degree from East Carolina University and two Master's degrees (Criminal Justice and Education) from the University of South Carolina. Jeff is a native of Chesterfield County and has served in both the Navy and Virginia National Guard.

In this new role, Jeff will manage the Federal Lands Access Program and ARC Access program, along with Transportation Alternatives program coordination in the Lynchburg, Fredericksburg, and Hampton Roads Districts.

Please join me in welcoming Jeff to the Local Assistance Division!



On-Time Advertisement of LAP's

On-time project delivery is a key performance measure for both VDOT and locally administered projects. We periodically report on-time advertisement of locally administered projects as a measure of program success. This information is tracked in two ways—real time via VDOT's Dashboard and also by tracking advertisements planned by calendar year on what we call our "commitment list". We will be posting the CY2015 Commitment List on our webpage in the near future. Our statistics utilizing both tracking methods as of December 31 are shown below. We have additional performance data available by locality on our "Outside VDOT" team site. If you would like access to the team site, please contact John Simmer at (804)786-2571.

Dashboard—End of 2nd Quarter FY15

Target 70% Actual 76%

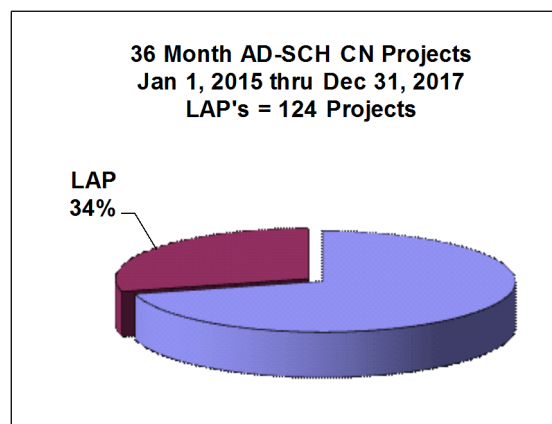
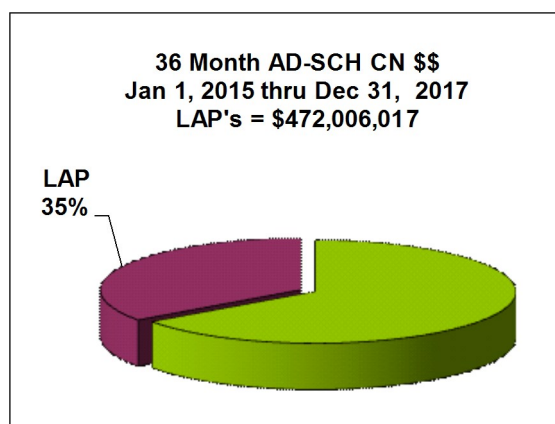
CY14—Projects Committed for Advertisement

Planned 183 Actual 188

CY14—\$ Value of Projects Committed for Advertisement

Planned \$300M Actual \$248M

We also continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics as of January 2015 are shown below.



Visit us on the web!

<http://www.virginiadot.org/business/local-assistance.xml>